



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 3061.2
RSU
24 Mar 94

AIR STATION ORDER 3061.2

From: Commanding General
To: Distribution List

Subj: MOBILIZATION PROCESSING CENTER (MPC) STANDARD OPERATING
PROCEDURES (SOP)

Ref: (a) Marine Corps Mobilization Management Plan (MC MPLAN)
(NOTAL)
(b) ABO 5500.1A
(c) AirStaO P3061.3

1. Purpose. Upon mobilization, per reference (a), the Mobilization Processing Center (MPC) will provide administrative and logistical support for mobilized Selected Marine Corps Reserve (SMCR) units and individual reservists during their integration into their designated gaining command. The MPC will ensure that all units/individuals have been processed for mobilization and complete all tasks not completed by the Home Training Center (HTC)/Mobilization Stations. The Marine Corps Air Station, Cherry Point (MCAS Cherry Point) Crisis Management Team (CMT) will assist and support the MPC throughout the mobilization process as directed by reference (a).

2. Cancellation. AirStaO P3061.1B.

3. Background. Upon mobilization and on order of the Commandant of the Marine Corps (CMC), the Commanding General (CG), MCAS Cherry Point, will activate the MPC. Based on the scope of mobilization and its impact on MCAS Cherry Point, the Director of Operations will advise the CG, MCAS Cherry Point on the necessity to fully or partially activate the MPC.

a. CMT Organizational Structure. When a crisis occurs or appears imminent, the CG MCAS or the Chief of Staff will activate members of the CMT as outlined in reference (b). The CMT is comprised of a team of station directorate and staff representatives who monitor all air station crisis situations. During mobilization, the CMT will task organize and provide the services of a Mobilization Operations Center (MOBOC). Refer to reference (a) for a definition of the MOBOC role and responsibilities.

b. Director of Operations. The Director of Operations will direct CMT representatives to support the mobilization effort by providing assistance and maintaining liaison with the MPC.

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4. Information. Reference (a) is the Marine Corps Mobilization Management Plan (MC MPLAN) for partial and full mobilization of the Marine Corps which provides guidance concerning uniform procedures for support of Marine Corps Reserve Mobilization Processing. Reference (b) sets forth the standard operating procedures for the concept, organization, and responsibilities of crisis action operations. Reference (c) is the MCAS Cherry Point MPLAN, which provides guidance for the accomplishment of mobilization tasks at MCAS Cherry Point.

5. Assumptions

a. All administrative processing and logistical arrangements for SMCR units will be completed at the HTC.

b. Marine Reserve Force (MARRESFOR) will be responsible for the transportation of SMCR unit personnel and for the movement of equipment.

c. All Preassigned Individual Manpower (PIM) personnel, which include Individual Ready Reserves (IRR), Standby Reserve, and the Fleet Marine Corps Reserve (FMCRC) will be ordered to Marine Corps Mobilization Stations (MCMS's) for initial mobilization processing.

d. Individual Mobilization Augmentee Detachment (IMA Det) members will leave their residence upon receipt of their orders and report directly to the Reserve Support Unit (RSU) and then proceed to MCAS Cherry Point Headquarters and Headquarters Squadron (H&HS) to fill their preassigned billets on the "W" series T/O.

e. Any administrative processing not completed at the HTC or MCMS will either be completed by the MPC or the gaining command.

f. The RSU will act as liaison between mobilized SMCR units and gaining commands of the 2d Marine Aircraft Wing (2d MAW).

g. All training requirements will be the responsibility of the gaining command.

h. The assumptions outlined in reference (a) apply to this SOP.

6. Action. The MCAS Cherry Point MPC will be activated when directed by the CG, MCAS Cherry Point, and will be supported by the Station Directorates as follows:

a. MPC Activation. Upon Mobilization, on order from the CG, MCAS Cherry Point, the Commanding Officer, RSU (CO, RSU) will coordinate the mobilization effort and activate the MPC as required to meet the current mobilization scenario. RSU personnel will form the core of the headquarters, administrative, and logistical sections of the MPC.

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(1) MPC Staff

(a) The Executive Officer of the RSU (XO, RSU) will be the Officer-In-Charge (OIC) of the MPC.

(b) The RSU and Mobilization Processing Group (MPG) Staff.

(c) PMO, Legal, Naval Hospital, and Dental Representatives.

(d) H&HS MCAS Cherry Point Representatives.

(2) MPC Responsibilities

(a) Determine further processing requirements, if any.

(b) Provide legal briefs, screen for legal delays or exemption requests.

(c) Account for incoming personnel in a check-in logbook. The following information will be entered: name, grade, SSN, losing command, gaining command, arrival date and departure date.

(d) Send an arrival message to CMC (POC/LRCC), the gaining command, and CG MARRESFOR following the arrival of each mobilized unit or detachment. An end-of-day message will be sent consolidating individuals who have reported each day. Utilizing the Marine Corps Mobilization Processing System (MCMPS) facilitates show/no-show reporting and enables the MPC to plan for in-bound personnel.

(3) MPC Functional Areas

(a) Headquarters (HQ) element. The HQ element is comprised of the OIC of the MPC, and members of the MPG. The HQ element is responsible for coordinating and supervising the overall operation of the MPC.

(b) Administrative (Admin) element. The admin element is responsible for the administrative processing of mobilized reservists to include the following tasks:

1 Screen Officer Qualification Records and Service Record Books (OQR/SRB) for complete and accurate forms, paying particular attention to:

a Record of Emergency Data (RED)

b Dependency Application

c Employees Tax Withholding Certificate

d Benefits/Waiver Certificate

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e Privacy Act Statement

f Change of Address Notice

g Variable Housing Allowance (VHA) Application

h Serviceman's Group Life Insurance

i Dependent dental

2 Issue dogtags as required.

3 Screen for advance pay and dependency allotments.

4 Ensure all IRR and Retired personnel are properly entered into the Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS).

5 Ensure all IRR, Retired, and Preassigned personnel are scheduled for dental, medical, and legal appointments, if required.

6 Distribute blank travel claims and provide completion instructions.

(c) Logistical element. The logistical element is responsible for assisting in the logistical processing of mobilized reservists to include the following tasks:

1 Inspect clothing, and issue as required.

2 Complete NAVMC 604/604B forms as required.

3 Inform the Food Service Officer, Supply Directorate, of the daily increased feeding requirements.

(4) Organizational Support. Each cognizant directorate and staff agency will be responsible for providing the personnel and administrative supplies necessary to ensure mobilized Marines are administratively and logistically prepared to join their units.

b. Commanding Officers, Directors, and Department Heads

(1) Director of Operations. The Director of Operations will have staff cognizance over the CMT and will support the MPC as needed during the mobilization effort. The CMT will function as described in reference (b).

(2) Commanding Officer, Reserve Support Unit. The CO, RSU, as the Director of Reserve Affairs, will oversee and coordinate mobilization operations as directed by the CG, MCAS, Cherry Point and in concert with the Director of Operations. The XO, RSU will assume

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the duties of the OIC of the MPC. The RSU staff will be prepared to fill core MPC billets as required.

(3) Assistant Chief of Staff (G-1)

(a) The Military Personnel Division, G-1, will coordinate the return of Fleet Assistance Program (FAP) personnel to their parent commands and rapid accession of non-deployable Marines. They will simultaneously coordinate for the assignment of IMA and PIM personnel to replace FAP and deployed personnel.

(b) The Family Services Center will prepare and present orientation briefs to mobilized personnel, and demobilization briefs for reservists being released from active duty.

(c) Real Time Automated Personnel Identification System (RAPIDS) will issue active duty Identification Cards (ID Cards), in accordance with MCO 5512.10A.

(4) Director of Facilities

(a) Coordinate with the Director of Morale, Welfare, and Recreation (MWR) in order to provide a suitable location, such as the station theater or gymnasium, for mobilization processing.

(b) Provide for additional facilities maintenance and electrical support to the MPC.

(c) Provide temporary billeting and transportation required to support the rapid influx of mobilized personnel.

(5) Director of Supply

(a) Provide for the pack-up and storage of personal items belonging to deployed personnel, in those designated billeting areas that will be utilized by mobilized reservists.

(b) The Supply Directorate non-commissioned officer in charge (NCOIC) will provide any required garrison property and equipment to the MPC.

(6) Provost Marshal

(a) Prepare and present orientation briefs to mobilized personnel.

(b) Designate a permanent parking area for vehicles belonging to deployed individuals.

(c) Issue temporary vehicle passes as required to mobilized personnel.

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(7) Assistant Chief of Staff (G-6). Provide additional service support as required for message releasing, telephone services, communications, and automated data processing.

(8) Comptroller. Provide support for unit and individual pay matters, as required, utilizing Defense Finance and Accounting Service (DFAS), Cherry Point to distribute checks received from DFAS, Kansas City Center to the gaining commands for distribution, and provide assistance in processing advance pay requests if needed.

(9) Director of Legal Services

(a) Provide legal briefings to mobilized personnel.

(b) Prepare wills, powers of attorney, and assist with other legal matters as required.

(10) Director of MWR

(a) Coordinate with the Director of Facilities to designate a suitable location for mobilization processing.

(b) Conduct clothing surveys and store clothing with baggage in temporary staging area.

(c) Consolidate individual NAVMC 604/604B forms on DD Form 1149 and submit to the Military Clothing Sales Store (MCSS).

(d) Consolidate required clothing from MCSS for issue to mobilized personnel.

(11) Director of Training. Provide for additional training support of mobilized personnel.

(12) Commanding Officer, Naval Hospital and Commanding Officer, 12th Dental Company.

(a) Screen all medical and dental records, paying particular attention to:

1 Immunizations and Human Immunodeficiency Virus (HIV-III) screening.

2 Report of medical examination.

(b) Schedule medical and dental examinations, immunizations, and (HIV-III) screening as required.

(c) Report all personnel not physically qualified to the OIC of the MPC.

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c. Commanding Officer, H&HS

(1) Endorse orders as required.

(2) Make personnel assignments.

(3) Ensure all IMA and Preassigned IRR personnel are properly entered into the JUMPS/MMS.


(4) Ensure all SMCR Individual and Unit personnel are scheduled for dental, medical, and legal appointments, if required.

(5) Record gas mask sizes of newly joined personnel. Ensure vision impaired personnel have corrective lens inserts for gas masks.

(6) Identify and schedule mobilized personnel for the appropriate training to include Military Occupational Specialty (MOS) refresher and pre-deployment training.

7. Deactivation. Deactivation of SMCR units and individual reservists will be the responsibility of the gaining command.

8. Concurrence. The Commanding Officer, 12th Dental Company, the Commanding Officer, CSSD-21, and the Commanding Officer, NADEP concur with the contents of this order in so far as it pertains to members of their commands.


D. A. JONES
Chief of Staff

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